

Basics of APA Format

See these websites for detailed and updated guides: **Google “Purdue OWL APA format” and “Diana Hacker APA.”** In order to cite tricky sources properly, you need to determine what your source is, then consult a citation guide that tells you how to cite it and provides examples illustrating how it is cited. Be sure your resource reflects APA’s most recent updates, announced in the 6th edition of the *APA Publication Manual* (2009).

Paraphrase: Always cite, even when you use your own words: **(Gillespie & Lerner, 2008)**. Paraphrase COMPLETELY into your own words – or keep the exact original in quotation marks. Use no page numbers for web sources or paraphrases in APA, unless your teacher requests it.

Short quote: When you quote, you can weave three or more words right into your sentence, using quotation marks on original words. Use square brackets and ellipses to indicate changes.

Gillespie and Lerner (2008) point out that “[i]f you’ve had any experience with a writing center . . . you know that not all sessions start with a draft of a paper” (p. 31).

OR Memories are built “around a small collection of dominating images” (Wilson, 1994, p. 5).

Electronic sources usually have no page numbers – except pdfs posted on a website.

Name the author in your sentence: If you name the author, provide the year immediately after you mention the name; then, immediately after direct quotes, insert the page number.

Wilson (1994) stated that memories are built “around a small collection of dominating images” (p. 5). When you name the author, we call this a “signal phrase.” Your citation might be on that sentence or later.

No author: Perhaps an organization or government agency is the author. If not, use title’s first two words – or mention entire title in your signal phrase. Use quotes on articles or chapters (except in the bib!) but italics for books, journals, etc. In bib, use the full title, starting with same words.

Long quote: Indent exact quotes that are at least 40 words long. Keep them in double spacing, but drop the quotation marks. Move the period. For example:

Moore Howard (2002) argues that universities too often see plagiarism as a moral crime or sin, rather than as an indication of confusion and new thinking:

Morality is not a necessary component of plagiarism, and ignorance of citation conventions is not its sole alternative. . . . A third possibility, too seldom recognized, is that students have commendable reasons for engaging in patchwriting. (p. 797)

See the online guides for MORE DETAILS: “(as cited in...)”; citing a work with many authors or two authors with the same name; citing interviews, emails, etc. in-text but not in bib; formatting References entries; etc.

References (bibliography): Readers follow the clues in parentheses to find more info in your bib, and perhaps acquire the source for themselves. In APA, list all of your sources in a “References” list at the end.

- Provide author(s), date, title(s), and publication information, in that order.
- Alphabetize by author’s last name; insert works without authors in alphabetical order by title.
- For websites, close your entry with “Retrieved from www.....”. Do not include the date of access.
- Articles from online databases and online journals require the “doi” or “digital object identifier.” Find it in upper left or lower right corner of first page. If there is no doi, then give a short url.
- In titles, capitalize only the first word of the title or subtitle and any proper nouns or adjectives. Use no quotation marks on article and chapter titles in References.
- APA does not require that you name the database or give a url. Do so if it’s hard to find your source or database.
- Only give a date of access for sources that change often, like Wikis.

Book: Love, L. (1980). *The Complete Book of Pizza*. Evanston, IL: Sassafra.

Website: Slomon, E. (April 2006). Viva Latino Pizza! In *PMQ. Pizza Marketing Quarterly*. Retrieved from pmq.com.

Article found through database. Sadker, D. & Sadker, M. (1985). Is the O.K. Classroom O.K.?. *Phi Delta Kappan*, 66(5), 358-361.

Citation Basics: Three Golden Rules for College Academics

Potsdam College Writing Center

When In Doubt, Cite It! Always Cover Your...self, & Resist Academic Temptation

In other words:

- You can't cite too much. Keep track of information and ideas from all your sources and cite as often as you need to.
- Save your sources in case you need to correct mistakes or answer questions about where your information came from.
- And start writing early, in stages: don't wait until the last minute and make risky mistakes under pressure.

When using a source in your writing, choose one of these three ways:

- Incorporate into your own thinking and language -- with citation in text and in bib.
- Paraphrase completely into your own words -- with citation in text and in bib.
- Put quotation marks around any and all original words, unless you indent a quote that is 40 words or longer. Cite every quotation.

Follow these Guidelines for Giving Credit:

1. Cite every source you use.

2. Keep exact words from your source in quotation marks.

3. Paraphrase completely into your own words.

4. Cite paraphrases in parentheses.

5. Include every text you use in your bibliography.

1. **Cite every source you use in your paper.** Cite all websites, films, conversations, textbooks, etc. Cite in your text AND in a bibliography. Keep track of where all words, information, and ideas have come from, and include citations in every draft, however rough they are. Be ready to answer questions from your teacher about your sources and citations.
2. **Keep exact words from your source in quotation marks.** Presenting others' words without quotation marks looks like you're claiming those words as your own; that's plagiarism.
3. **Paraphrase completely into your own words.** That is, if you put a concept or info from your source in your own words, put it completely in your own words. If your words are too close to their words, you are verging on plagiarism.
4. **Cite paraphrases in parentheses.** Cite author in parentheses to show where an idea or info comes from, even if it's in your own words. If you put it in your own words and fail to cite, you are presenting the idea/info as your own. That's plagiarism.
5. **Include every text you use in your bibliography.** This is a key to academic integrity: disclose every source so that readers can learn more and confirm the information for themselves. If you leave the source out of your bib and cite poorly, that looks like you're claiming those words, info, or ideas as your own. That's plagiarism.

Remember, you get credit for giving credit. Citations let you show off your good research and share the credibility of your expert sources.

